



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
ENVIRONMENTAL HEALTH SPECIALIST IV	38	B	10.526
ENVIRONMENTAL HEALTH SPECIALIST III	36	B	10.529
ENVIRONMENTAL HEALTH SPECIALIST II	35	B	10.532
ENVIRONMENTAL HEALTH SPECIALIST I	32	B	10.535

SERIES CONCEPT

Environmental Health Specialists are responsible for regulating and enforcing State law relating to: the Safe Drinking Water Program in Nevada; drug licensing investigations; label review, sampling and inspection of drug and cosmetic manufacturing plants; inspection of dairies and milk plants; certification of septic systems; inspection of food warehouses, traditional food and drink establishments, health facilities, public institutions and many other related facilities.

Investigate water borne and food borne illnesses, epidemics, vector control problems, public nuisances or other public health problems for public protection by extensive food, water and other material sampling (chemical, bacterial, radio nuclide, parasite and turbidity samples); analyze data; perform follow up interviews with patients and others; survey sites in the field and record and analyze observations and data so that the problem can be correctly identified and solved to protect the public health.

Survey public water systems for public health protection and check compliance with health codes, at frequencies prescribed by statute and regulation or by health demands; ensure that surveys cover all aspects of the water supply and include a survey of the watershed, source, treatment, distribution, storage, company records and operational procedures; conduct sampling and analysis of data and the actual system by applying engineering principles of fluid statics, dynamics for design analysis, flow calculations, and characteristics.

Conduct many forms of inspections and evaluations to protect the public health including restaurants, bars, delicatessens, markets, bakeries, food processors, hotels, motels, recreational vehicle parks, dairies, milk plants, milk haulers, septic systems, private wells, pools, spas, food warehouses, hospitals, health care facilities, schools, septic tank pumper trucks, child care centers, bottled water plants, labor camps, jails, State institutions and temporary food events such as fairs; record what is observed; analyze the data received and/or recorded including temperature reporting charts in dairies and milk plants, turbidity measurements and pool/spa records; inform operators or owners of deficiencies and violations, and initiate corrective actions or enforcement procedures to ensure compliance with health codes.

Conduct inspections and investigations of landfills and public sewage systems in accordance with the requirements of the Division of Environmental Protection contract.

Certify real property for well water quality and septic system certification for FHA, VA and other mortgages by on-site evaluations, water sampling and septic tank inspections.

Represent the Food and Drug Commissioner when inspecting drug and cosmetic plants; conduct periodic inspections; summarize all observations and data analyzed in a report and make written recommendations; issue directives in the field if the conditions are hazardous to health, such as closures or impounding of drugs pending further legal action.

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SERIES CONCEPT (cont'd)

Apply good engineering practice and principles and related field experience to the review of engineering and other plans for establishments and businesses regulated by the section for conformance with the Nevada Administrative Code (NAC); review plans for subdivisions, public water systems, water projects, food establishments, spas, pools, warehouses, health facilities, institutions, hotels, motels, and septic systems including an evaluation of new products to ensure conformance with health regulations; review equipment specifications and technical data and perform on-site inspections as needed.

Enforce all applicable NAC and NRS for public health protection by using a knowledge and experience of those laws and inspection/investigation methods by documenting on-site observations; compile data and write reports; follow up on inspections to ensure compliance; appear in court as an expert witness, as required.

Compile data and write technical reports and recommendations using data which has been gathered through field observations, evidence and lab analysis; prepare data to ensure integrity for future legal actions; prepare press releases, official notices and letters of advice.

Represent the Food and Drug Commissioner in emergencies involving food (truck wrecks, restaurant fires) by accepting call back response; visit the site and evaluate the immediate public health danger; issue directives to protect persons at the site; inspect the food, drug and cosmetic products, and quarantine or condemn as required.

Evaluate current health codes and needs; propose and draft regulations and statutes for public health protection utilizing knowledge and experience of public health principles.

Represent the Health Division and present the Division position at official meetings between agencies and individuals to determine agency direction and involvement in all facets of public health; organize and participate in training to present information, discuss programs, regulations and trends; provide information and technical assistance to the general public and regulated community.

Organize evidence and documentation for presentation to the State Board of Health, State Health Officer, Division Administrator and administrative hearings by utilizing knowledge of the policies, procedures and laws adopted to ensure public health.

Coordinate work with federal, state and local agencies (FDA, EPA, county health departments) with regard to public health matters; consult with other professionals such as engineers, land surveyors, architects, nurses and physicians on health concerns.

Manage data generated for the Safe Drinking Water Program as required by federal and state law using computer programs and word processor; ensure that data is analyzed to determine validity and compliance with state legislation, transferred onto ledgers, filed and cross referenced.

Perform related duties as assigned.

CLASS CONCEPTS

Environmental Health Specialist IV: Environmental Health Specialist IV's act as a full supervisor to lower level Environmental Health Specialists by assigning and reviewing work, providing training and technical advice, and preparing work performance standards and in addition may perform the full range of duties described in the series concept. Incumbents report to a Bureau Chief or Registered Engineer. Work is reviewed through completed reports and through consultations as requested.

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CLASS CONCEPTS (cont'd)

Environmental Health Specialist III: Environmental Health Specialist III's are professionally registered Environmental Health Specialists and perform the full range of duties as described in the series concept. Incumbents receive general supervision from the Environmental Health Specialist IV and are assigned the most complex projects. Work is reviewed through completed work and meetings with supervisor as required.

Environmental Health Specialist II: Environmental Health Specialist II's perform the range of duties described in the series concept. Ongoing supervision is provided by the Environmental Health Specialist IV, and work is reviewed regularly to ensure consistency and accuracy. Environmental Health Specialists must be registered with the Nevada Board for Registered Environmental Health Specialists to progress to the III level.

Environmental Health Specialist: Environmental Health Specialist I's receive training in the range of duties described in the series concept. Direct supervision is provided by the Environmental Health Specialist IV and work is reviewed on an on-going basis. This is the entry level class in the series.

MINIMUM QUALIFICATIONS

ENVIRONMENTAL HEALTH SPECIALIST IV

SPECIAL NOTE: Must be registered at the time of application by the National Environmental Health Association as a Registered Sanitarian or Registered Environmental Health Specialist; or registered by the Nevada Board for Registered Environmental Health Specialists.

EDUCATION AND EXPERIENCE: Bachelor's degree in the life sciences or closely related field and five years experience performing professional environmental health duties for a regulatory environmental health agency; **OR** two years experience as an Environmental Health Specialist III in Nevada state service; **OR** an equivalent combination of education and experience.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Knowledge of: the principles and practices of supervision; US Food and Drug and/or US EPA survey methods, techniques, and requirements. **Ability to:** assign and evaluate the work of a professional staff; interpret public health laws and write relevant policies; *and all knowledge, skills, and abilities required at the lower levels of the series.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Knowledge of: personnel regulations which relate to supervision. **Ability to:** supervise; recognize training needs and provide specific training; recognize employee strengths and weaknesses and assign work appropriately; recognize program needs and requirements and implement changes as needed; coordinate the completion of public health projects and the resolution of public health issues.

ENVIRONMENTAL HEALTH SPECIALIST III

SPECIAL NOTE: Must be registered at the time of application by the National Environmental Health Association as a Registered Sanitarian or Registered Environmental Health Specialist; or registered by the Nevada Board for Registered Environmental Health Specialists.

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MINIMUM QUALIFICATIONS (cont'd)

ENVIRONMENTAL HEALTH SPECIALIST III (cont'd)

EDUCATION AND EXPERIENCE: Bachelor's degree in the life sciences and three years experience performing professional environmental health duties for a regulatory environmental health agency; **OR** two years experience as an Environmental Health Specialist II in Nevada state service; **OR** an equivalent combination of education and experience.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Knowledge of: emergency response techniques and methods which may include hazardous chemical spills or truck wrecks involving food, drugs or cosmetics. **Ability to:** interpret engineering drawings and reports which include soils reports/diagrams, contour maps, data, material specifications, plumbing drawings, and architectural drawings; represent the Division in various meetings, prepare and present training and present expert testimony before various official entities, such as State Board of Health; *and all knowledge, skills and abilities required at the lower levels of the series.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Knowledge of: Federal and State regulations governing milk, safe drinking water, drug and cosmetic programs.

ENVIRONMENTAL HEALTH SPECIALIST II

EDUCATION AND EXPERIENCE: Bachelor's degree in the life sciences and one year of experience performing professional environmental health duties for a regulatory environmental health agency; **OR** one year of experience as an Environmental Health Specialist I in Nevada state service; **OR** an equivalent combination of education and experience.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Knowledge of: soils science -hydrology, and geology with respect to evaluating sewage disposal systems, suitable sites for water tank placement. **Ability to:** operate calibrated testing equipment such as colorimeters, turbidimeters, milk plant calibration equipment, pH meters, and electronic thermometers; take representative samples while ensuring quality control requirements and maintaining valid samples for analysis (e.g., water and food samples); investigate complaints including the identification of problems and solving them in an accurate and fair manner requiring or involving such areas as public nuisances, vector control and epidemiological problems; promote and explain public health laws and regulations through interpersonal contact and education; independently analyze and solve difficult public health problems; *and all knowledge, skills and abilities required at the lower level of the series.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Knowledge of: emergency response techniques and methods which may include hazardous chemical spills or truck wrecks involving food; Nevada Administrative Code (NAC) as applied to public health; the regulations enforced by other state agencies which cover areas such as wells, landfills, sewage disposal methods, child care centers, health facilities and senior citizen centers; wells and water well construction including water systems (pumps, storage facilities, disinfection methods, treatment and distribution; good manufacturing practices as necessary for the manufacture of cosmetics, food and drugs. **Ability to:** interpret engineering drawings and reports which include soils reports/diagrams, contour maps, data, material specifications, plumbing drawings, and architectural drawings; represent the Health Division in meetings and in the legal system by acting as an expert witness in court, consulting with District Attorneys in public health matters and appearing before the State Board of Health; analyze food, drug and cosmetic labels for compliance with statutes by reviewing the label and allied literature and technical references; train staff in the use of technical equipment; troubleshoot test equipment.

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MINIMUM QUALIFICATIONS (cont'd)

ENVIRONMENTAL HEALTH SPECIALIST I

EDUCATION AND EXPERIENCE: Bachelor's degree in the life sciences or other closely related field; **OR** an equivalent combination of education and experience.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Knowledge of: biology, chemistry, epidemiology, physics, and mathematics as applied to public health; the scientific method (observation, experimentation and conclusions) which is used in various investigations, such as food borne illness outbreaks; sampling techniques to ensure quality control requirements are met (e.g., water and food samples); investigative techniques which include the identification of problems and solving them in an accurate and fair manner requiring or involving such areas as public nuisances, vector control and epidemiological problems. **Ability to:** read and understand technical, legal and scientific documents; organize material, information and human resources in a systematic and logical way to optimize efficiency and minimize duplication of effort; work under the stress of frequent interruptions and/or distractions in such locations as construction sites, emergencies, packaging plants and milk plants; perform basic math to determine disinfection rates, design septic systems, calculate fees, etc; use a personal computer and associated software.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Knowledge of: building codes and common building practices (Uniform Building Code) and plumbing codes and common plumbing practices (Uniform Plumbing Code); federal standards and regulations of the FDA (Food and Drug Administration) and the EPA (Environmental Protection Agency) which involve water supply standards, milk regulations and packaging and labeling requirements; food handling practices and food preparation methods in restaurants, bars, delicatessens, and food processors, etc; vermin control and pesticide use and application, involving correct application, chemical types, public health and environmental impact significance, and protection of public and self; the prevention and control of diseases through environmental measures (such as personal hygiene and sanitation); calibrated testing equipment such as colorimeters, turbidimeters, milk plant calibration equipment and electronic thermometers; engineering drawings and reports which include soils reports/diagrams, contour maps, material specifications, plumbing drawings, and architectural drawings. **Ability to:** make oral presentations in a variety of settings; develop rapport and gain the trust of other people, especially important in all contacts particularly in adversarial situations; motivate people to comply with public health laws; negotiate, exchange ideas, information and opinions with other people in order to develop policies and programs and/or arrive jointly at decisions, conclusions or solutions; manage time effectively and to prioritize schedules in order to complete work required or assigned; maintain objectivity in dealing with resistant, indifferent or hostile people; interpret and apply rules, statutes, regulations and procedures consistently in such cases as nuisances, emergencies and epidemiological hazards.

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This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

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ESTABLISHED:	11/1/66	5/9/60	5/9/60	5/9/60
REVISED:	7/1/69	7/1/69	7/1/69	7/1/69
REVISED:	2/26/76	2/26/76	2/26/76	2/26/76
REVISED:		6/22/76	6/22/76	6/22/76
REVISED:	2/27/80R	2/27/80R	2/27/80R	2/27/80R
	7/18/80PAC	7/18/80PAC	7/18/80PAC	7/18/80PAC
REVISED:	10/24/80PAC			
REVISED:	12/19/85-12	12/19/85-12	12/19/85-12	12/19/85-12
REVISED:	7/1/87-12P	7/1/87-12P	7/1/87-12P	7/1/87-12P
	1/30/87PC	1/30/87PC	1/30/87PC	1/30/87PC
REVISED:	6/9/89-3	6/9/89-3	6/9/89-3	6/9/89-3
REVISED:	10/1/91R	10/1/91R		
	12/18/91UC	12/18/91UC		
REVISED:	7/1/97P	7/1/97P	7/1/97P	7/1/97P
	9/19/96PC	9/19/96PC	9/19/96PC	9/19/96PC